

KEY INFORMATION ABOUT THE SF86 (PDF) VERSION

- The Standard Form 86 (2016 version) in fillable Adobe PDF format has been specially modified by the customer that you are being process with or already sponsors your accesses. **DO NOT USE ANY OTHER VERSION OF THE SF86 THAN FROM THE LINK BELOW.** It will not be accepted by the customer.
- **Your SF86 must meet the guidelines required by the customer. ESSS will return your form for revisions if it does not meet the requirements.**
- You must provide **10 years** of data/information as required by the customer.
- If you are having problems with having your SSN populate in the bottom of each page after saving it on page 1 of the SF86, you may need to update your version of Adobe Reader. There is a free download on the Adobe website for use on your personal computer.
- If you need to provide additional information and the form does not have the space, use a Word document. Your name and social security number **MUST** appear at the top of each page. **Do not use the continuation space on page 129 or the SF86A form.**
- Start by saving the file to your computer and save often.
- After you have completed the form, click the **“Check Form”** button. This will check your form to see if you missed any mandatory fields. If so, please go back and complete the fields noted in the box. The application will be rejected if these are identified and not correct. This will result in a longer time to obtain your access.



COMPLETING THE SF86

IMPORTANT
The Northrop Grumman Irving Texas address has been pre-populated on the form due to your HR & Security data are located in Texas. Please complete the rest of the entry.

Section 13A – Employment Activities (Northrop Grumman Entry) – Page 14

- Entry #1 must be for **Northrop Grumman** even if you have not started work. Do not change the employer information unless you are a Subcontractor. Subcontractors will use their actual employer.
- Enter your actual work address in the **“Physical Location”** section. If you do not work in the Irving location you must provide your physical work address.
- Supervisor; You must list your supervisor by name. An organization cannot be your supervisor. Provide a physical address for your supervisor in this section.

Section 13A - Employment Activities - (Continued)				
13A.2 Complete the following if employment type is other federal employment, state government, federal contractor, non-government, or other.				
Provide dates of employment.		Select the employment status for this position:		Provide most recent position title.
From Date (Month/Year)	To Date (Month/Year)	<input type="checkbox"/> Present	<input type="checkbox"/> Full-time	Provide the name of your employer. Northrop Grumman
<input type="checkbox"/> Est.	<input type="checkbox"/> Est.	<input type="checkbox"/> Part-time	<input type="checkbox"/> Part-time	
Provide the address of employer. (Provide City and Country if outside the United States; otherwise, provide City, State and Zip Code.)				
Street	City	State	Zip Code	Country
8710 Freeport Parkway	Irving	TX	75063	United States
Provide telephone number		Extension		
855 737-8364		<input type="checkbox"/> International or DSN phone number		
		<input checked="" type="checkbox"/> Day <input type="checkbox"/> Night		
Additional Dates of Activity with the Employer (Provide dates of activity with the employer, even if you worked at the same physical location (for example, if you worked at XY Plumbing in Denver, CO, during 3 separate periods of time, you would enter information concerning the most recent period of employment above, and provide dates, position titles, and supervisors for the two previous periods of employment as entries below).)				
<input type="checkbox"/> Not Applicable	From date (Month/Year)	To date (Month/Year)	Position Title	Supervisor
	<input type="checkbox"/> Est.	<input type="checkbox"/> Est.		
	<input type="checkbox"/> Est.	<input type="checkbox"/> Est.		
	<input type="checkbox"/> Est.	<input type="checkbox"/> Est.		
	<input type="checkbox"/> Est.	<input type="checkbox"/> Est.		
(a) Is/was your physical work address different than your employer's address? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (if NO, proceed to (b))				
Provide the work address where you are/were physically located. (Provide City and Country if outside the United States; otherwise, provide City, State and Zip Code.)				
Street	City	State	Zip Code	Country

COMMON ERRORS

Section 11 – Where You Have Lived

- You must provide a full **10 years of residency history**. Do not list residences prior to your 18th birthday unless to provide a minimum of 2 years of residency history.
- If you need to enter additional residences than the form provides, please use a continuation sheet/page.
- Do NOT use P.O. Boxes. Entries in this section must be where you physically resided.
- For each residence within the last 3 years, a person that knew you at that address is required. Please select one of the following; neighbor, friend, landlord, business associate, or other.
- Do NOT use 'other' to list a relative as a verifier. Relatives (including in-laws) cannot be used as verifiers for this section.

Section 12 – Where You Went to School

- List all schools you have attended, beginning with the most recent first and working back 10 years. List college or university degrees and dates they were received. If your most recent degree or diploma to include High School diploma, was received more than 10 years ago, list it no matter when it was received.

Section 13A – Employment Activities (Unemployment/Self Employment Verifiers)

- You must provide a full **10 years of employment history** or until your 18th birthday with no gaps. Do not list employments prior to your 18th birthday unless to provide a minimum of 2 years of employment history. Any breaks in consecutive months of employment must be explained.
- If you need to enter additional employments than the form provides, please use a Word document.
- If you make any **unemployment entries**, do NOT list yourself or the unemployment office as the verifier. It must be a person. A verifier can be a relative or spouse/cohabitant.
- If you make any **self-employment entries**, do NOT list yourself or a relative. List a partner or customer of your business.

Section 14 – Selective Service Record

- Males born **after December 31, 1959 must enter their registration number or an authorized exemption reason**. Go to <http://www.sss.gov/> to look up your Selective Service Number or the list of authorized exemptions (see the **Who Must Register chart**.)
- The **Selective Service Number is NOT your Social Security Number**. Even if you think you have an exemption, look it up anyway. Do NOT assume you have an exemption.

Section 15 – Military Service

- Your Military Service number is your SSN unless you were in the service prior to 1972

Section 16 – People Who Know You Well (Phone Numbers/Addresses)

- You must provide ALL information for your three personal references. The references must be people you presently know. If you cannot obtain this information, they are not suitable references for this section.
- Individuals that you use in this section cannot be used as verifiers in any other section.
- These individuals, whose combined association with you must cover the last 7 years, including up to present day.

Section 17 – Marital Status (Spouse’s Other Names) / Spouse/Cohabitant Social Security

- You must provide an entry for “Other Names Used” by spouse if your current spouse’s last name is not their maiden name.
- You must provide a social security number if your current spouse/cohabitant’s country of citizenship is the United States.

Section 18 – Relatives

- **You must provide an entry for your in-laws if you are married.** Provide as much information as possible. For unknown information, you must provide a detailed explanation why you are unable to provide the information.
- Do NOT omit entries for relatives because they are deceased, not close to you, or you lack some information. You will be able to indicate deceased or explain why you are missing certain information on a separate Word document if needed.
- If you make an entry for a living relative born in a foreign country, who is also a US citizen, you must enter at least one of the listed document numbers or strongly explain in your comments why you are unable to obtain the number after making a good-faith effort.

Section 20C – Foreign Travel

- Do NOT check the “many short trips” to avoid making multiple entries for separate visits to the same country over the course of many years or for different countries visited. This note is intended for border crossings near where you permanently reside.

Section 26 – Financial Record

- Do not list debts that you are current on. Only provide debt if you answer yes to questions in Section 26.1 – 26.7.
- You must provide complete information for all entries for a debt, **Do Not** enter a response such as ‘I don’t know’.
- Do not enter incomplete addresses. Look up the address of the court or bank on their website.
- Look it up on your Credit Report (<https://www.annualcreditreport.com/cra/index.jsp>).

Continuation Space

- **DO NOT USE THIS SPACE FOR ADDITIONAL INFORMATION.** The government will not accept your SF86 if information has been entered on page 129.

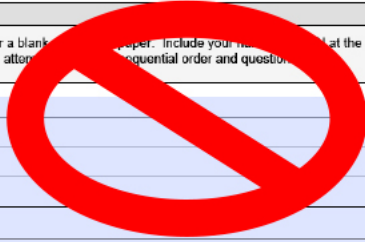
Standard Form 86
Revised November 2016
U.S. Office of Personnel Management
5 CFR Parts 731, 732, and 736

Form approved:
OMB No. 3208-0005

**QUESTIONNAIRE FOR
NATIONAL SECURITY POSITIONS**

Continuation Space

Use the space below to continue on a blank sheet of paper. Include your response at the top of each blank sheet(s). Before each answer, identify the number of the item and attach it in sequential order and question.



Continuation Page (Separate Word Document)

- For additional information/entries, use a Word document. **Your name and social security number MUST appear at the top of each attachment.**
- Email the Word document as an additional attachment with your SF86. ESSS will convert the document to a PDF prior to submission to the customer.

ERROR FREE?

Once you have completed your form and checked for missing mandatory fields and you think you have avoided the errors noted here, you are ready to submit your SF86 for review, follow these steps:

1. **SAVE your completed SF86.**

- Your file must remain fillable/editable, do not secure or lock the document. Do not print/scan the document. The customer **will not** accept a scanned copy.
- You should retain a copy of the completed form for your records.

2. **EMAIL your saved SF86 file to ESSS for review.**

- Send email to ESSS@ngc.com
- If you are sending the attachment from a non-Northrop Grumman email address (Northrop Grumman email accounts will end with @ngc.com) or a known free public internet service provider such as AOL, Gmail, or Yahoo please follow the instructions at [Managed File Transfer \(MFT\) instructions](#) or [WinZip](#).
- If you do not receive a request for revision or notification of submission after 2-3 business days contact the ESSS Help Desk.

3. **If revisions are requested:**

1. Make only the revisions requested
2. Save a copy of your SF86
3. Email your saved SF86 to ESSS at ESSS@ngc.com or use NG SAFE or WinZip.

LINK TO SF86 FORM

Important: Right click the below link, do a “Save Link As” and save the file to your machine. Open the .PDF from your local machine using Adobe Acrobat. Click the “Enable all features” button. The link will not open in the browser.

[NSQ - SF86 Customer Specific Form](#)

If you have any questions while completing the SF86 please contact the ESSS Help Desk at (855) 737-8364